

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☐ **CURRENT****Department Statement:**

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-7878-905
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Incidental Take Permit Implementation Unit -- Stockton, CA	CLASS TITLE Senior Laboratory Assistant
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the supervision of a Senior Environmental Scientist (Supervisory), the incumbent will work in a laboratory setting to process fish and invertebrate samples from monitoring surveys collected in the San Francisco Estuary. Incumbent will also support species sampling, surveying, and monitoring for the Bay Delta Region as part of an interdisciplinary team to implement mandated and adaptive monitoring for native Osmerids.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS:</u>
35%	Larval and Juvenile Fish Identification: Under the taxonomic expertise and oversight of an Environmental Scientist, use a dissecting microscope in a laboratory to identify larval and juvenile fishes from mandated surveys. Use anatomical features and identification keys to determine species or lowest taxonomic group of individuals.
35%	Data Collection and Recording: Sort larval and juvenile fish from debris and other organisms, and use a dissecting microscope in a laboratory to measure and count larval and juvenile fishes collected during the surveys. Includes recording data onto a data sheet and may include entry of data into an Access database.
10%	Zooplankton Processing: Use a dissecting microscope in a laboratory to identify and count zooplankton (microorganisms including copepods, cladocerans, rotifers, mysids, and amphipods) collected from the San Francisco Estuary. Enter the data into an Access database or record on data sheets.
10%	Lab Safety: Complete safety training and comply with laboratory safety procedures. Work with supervisor and other laboratory staff to document, update, and refine safety procedures. Responsible for the safe preparation, storage, and disposal of chemicals used to fix, preserve, and process samples and the safe disposal of samples. Work with other laboratory staff to monitor the volume of material in the laboratory wastewater tank and routinely check emergency showers, fume hoods, and other safety equipment. Responsible for maintaining project tools and equipment in proper working order.
5%	Other duties: Assist in the purchasing of supplies, equipment, and services needed for the project's laboratory and field operations. May occasionally participate as a crewmember on a research vessel collecting biological samples from the San Francisco Estuary. Duties may include setting and

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5%	<p>retrieving sampling gear and recording station and sample data. May also assist with special studies and field sampling conducted by other studies.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend relevant training and continuing education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities (e.g., training and seminars), (2) participating in pertinent workshops, workgroups, and staff meetings, and (3) participating in activities to support IEP Operations Program 'infrastructure' (e.g., labs, web site, training material, and permits).</p> <p>Special Personal Characteristics: Strong organizational skills. Ability to focus on tasks that require concentration in a busy laboratory setting. Interest in learning to identify fishes and invertebrates, their life histories, and estuarine ecology.</p> <p>Interpersonal Skills: Ability to work in a team setting and independently. Must work well with others and respond favorably to feedback.</p> <p>WORKING CONDITIONS:</p> <p>Using a dissecting microscope and laptop/desktop computer for most of the work day, 5 days a week, in a laboratory setting. Involves sitting most of the time but may involve walking or standing for brief periods. Handling of ethanol and formaldehyde using appropriate personal protective equipment.</p>
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME Lauren Damon, Senior Environmental Scientist, (Supervisory)	SUPERVISOR'S SIGNATURE DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.	
PRINT EMPLOYEE'S NAME PROPOSED, Senior Laboratory Assistant	EMPLOYEE'S SIGNATURE DATE